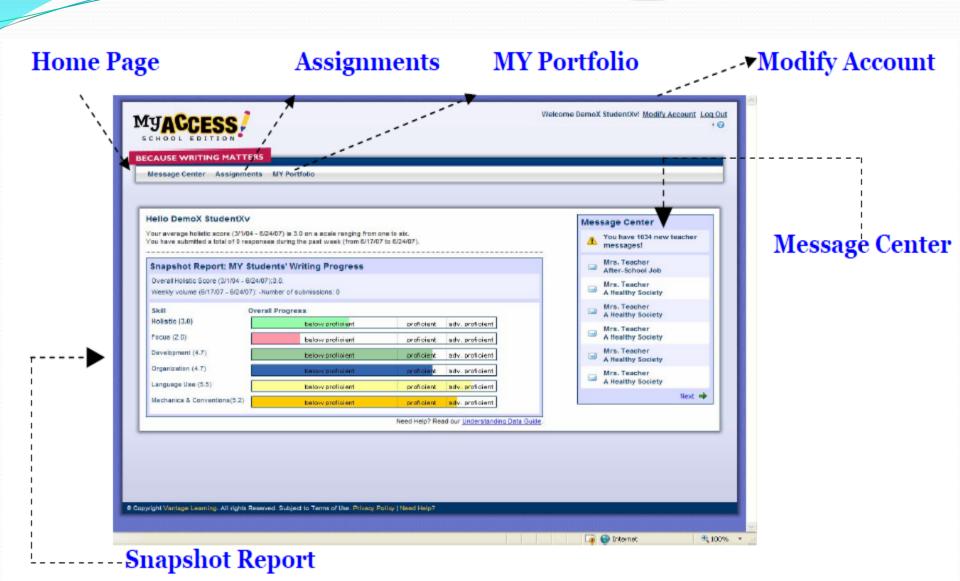
# Student MY Access! How-To's

April 2012

#### How-To...

- Get to the website
  - Click on the MY Access! School Edition shortcut on your desktop OR
  - Go to <u>www.myaccess.com</u>
- Log in
  - Type in the username and password
    - The one given to you
    - On the right-hand side
  - Click Login!
- Check your name and school
  - Click YES, this information is CORRECT.... Or NO, this information is INCORRECT



# Navigating the Home Page...

- Message Center on the right
  - Interact with teacher
- Assignments
  - Prompts to use
- MY Portfolio
  - All projects
- Snapshot Report
  - Your progress report
- Modify Account on top right
  - Please do not modify
- Log Out

#### Start the Assessment

- Clipboard, paper and writing utensil provided
- Teacher will provide the prompt
- 10 minutes to prepare
  - Brainstorm
  - Organize
  - Continue until time is called
- Click on Assignments
  - Then select the prompt your teacher has provided

# Begin writing

- Given 20 minutes for writing
- Additional 10 minutes for editing
- Click submit ONLY when you are completely finished!
  - Can only submit ONE TIME

## Turned Off...

- Pre-write tools
- MY Tutor
- MY Editor
- Reference
- Revision Plan
- Spell Check
- Thesaurus
- Word Count
- Links
- Readability in Student View

## Please DO NOT...

- Modify account
- Change any font, font size, style, etc.

## Please Do...

- Your best writing
- Use all the time wisely

### For Further Information...

- Watch the following how-to video
- https://www.myaccess.com/myaccess/robodemo/teac her\_level\_student\_view.jsp